

# Graduate School Academic Staff Notice of Appointment (GSAS) Form – Update 4/13/17

## GSAS Functions

- Notifies the Graduate School a scholarship has been offered, approved and accepted.
- Provides a formal contract between the student and the University of Kentucky.
- Interfaces with the TA Credentials database to ensure SACS accreditation standards are met.

## **Do not enter GSAS forms for the following:**

- Students on Training Grants
- Students supported by extramural organizations such as Fulbright, LASPAU, China Scholarship Council, Higher Committee of Educational Development (Iraq), etc.
- Overload assignments for students who already have active GSAS forms for a full-time assignments
- You do not need to submit a new GSAS form to change an account number. They can be updated during the Universal Tuition process that takes place in October for fall and march for spring.
- You do not need to submit a new GSAS form to change a TA type. You will be able to correct this in the TA Credentials Database.

## GSAS Submission Windows

As a general note, the deadline for GSAS forms will be the week before the first day of classes for that particular semester. These deadlines ensure the students receive their tuition scholarships in a timely manner and prevent late fees from accruing on student billing accounts.

## **2017-2018 GSAS Submission Windows**

- Fall: June 1<sup>st</sup> – August 16<sup>th</sup>
- Spring: November 1<sup>st</sup> - January 3<sup>rd</sup>
- Summer: April 1<sup>st</sup> - May 1<sup>st</sup>

## Key Features

The GSAS operates on a workflow structure, allowing parties involved to review and give feedback.

1. Ability to log-in using your myUK username and password
2. **The Hiring Department completes the GSAS form.**
3. The GSAS requires two pieces of information:  
**Position number**  
**Universal Tuition (UT) account number** - (only required for RA's and GA's)

## **Finding the form:**

Log-in to myUK.

myUK UNIVERSITY OF KENTUCKY

Launch Pad Employee Self Service Student Services Student Administration Financial Aid View of Student **Enterprise Services** Home Payment Request Confirmations Shopper myReports Faculty Services

IRIS Systems

**IRIS Systems**

Related Links

- Active Directory Accounts
- myHelp
- IRIS Project
- Business Warehouse
- Campus Management
- Faculty Effort System
- Grants Management
- Human Resources/Payroll
- Materials Management
- Plant Maintenance

**LaunchPad**

From here you can select a system to launch.

IRIS BW Web Reporting

Training Sandbox BW BEx Reporting

BW Developer

Once logged into MyUK, click on the Enterprise Services Tab

myUK UNIVERSITY OF KENTUCKY

Launch Pad Employee Self Service Student Services **Student Administration** Financial Aid View of Student Enterprise Services Home Payment Request Confirmations Shopper myReports Faculty Services my UK

Financials Materials Management IT Service Request **Workflow** UAMS Facilities Management Customer Service Center

Procurement Card

**Detailed Navigation**

- Procurement Card

**ProCard**

Fiscal Year: 2014

Transaction ID:

P-Number (P+Last 7):

Document Date:

Parked/Posted Date:

Entered By:

Sort Order: Procard, Cardholder, Transaction ID, Vendor, Document Date

**Procurement Card Search Criteria**

to:

>> <<

to:

to:

>> <<

Click on Workflow.

myUK UNIVERSITY OF KENTUCKY

Launch Pad Employee Self Service Student Services Student Administration Financial Aid View of Student Enterprise Services Home Payment Request Confirmations Shopper myReports Faculty Services my UK

Financials Materials Management IT Service Request Workflow UAMS Facilities Management Customer Service Center

**Workflow Items**

The list of items shown here could be outdated. Waiting for update

Tasks Alerts Notifications SAPoffice Mails Tracking

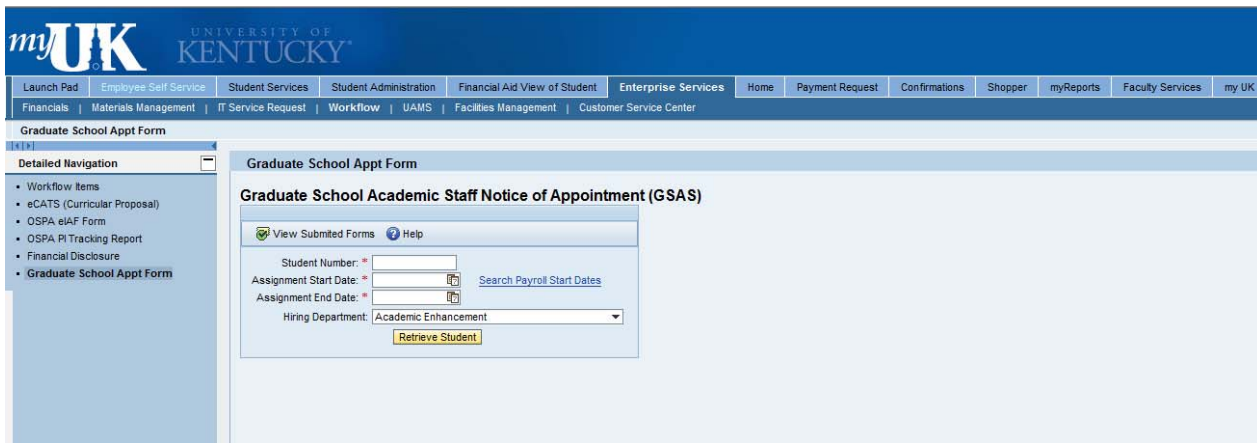
Show: New and In Progress Tasks All

Subject	From	Sent Date	Priority	Due Date

**Detailed Navigation**

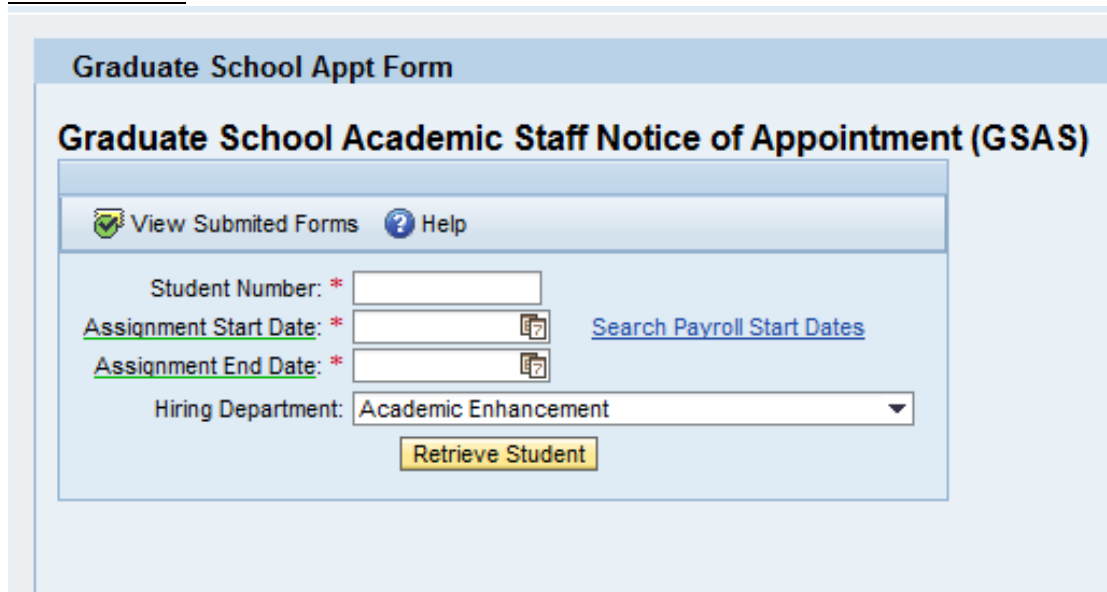
- Workflow Items
- eCATS (Curricular Proposal)
- OSPA eIAF Form
- OSPA PI Tracking Report
- Financial Disclosure
- Graduate School Appt Form

Click on Graduate School Appt Form.



Now, let's walk through the process in more detail:

### START SCREEN



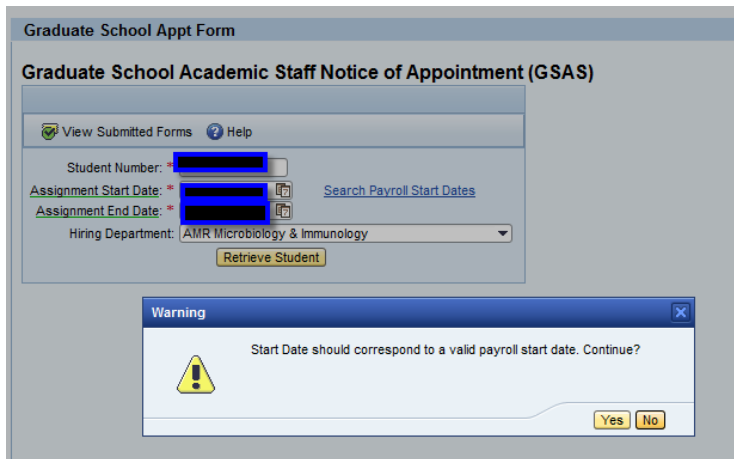
#### Student number

- The student number must be typed in. Currently, there is not a look-up feature. (Leave off the preceding "9" as this will cause the form to go into error mode.)

#### Assignment start and end dates

**[Note: Beginning with Fall 2016 GSAS forms, contracts should only be entered on a term by term basis.]**

- Like many UK systems, there is a calendar look-up for the date fields, or you can just type in the date using the XX/XX/XXXX format. You can also search for payroll dates so that you can select the start date corresponding with the payroll date closest to when your student will be starting work.
- If you do not do the payroll start date search, and your start date does not align with a payroll start date, the system will issue the warning message below when you attempt to continue. This is just a notification. If you need your start date to be a specific date other than a payroll start date, just click "Yes" and move on; otherwise, you can click "No" and revise your start date.



Please note the GSAS system does not directly connect to the payroll system so the please use the exact assignment dates in the SAP payroll system and modified dates for the GSAS system. Suggested GSAS assignment start/end dates for students whose assignment covers the entire academic year are listed below:

#### Fall

Start Date: Official Start date of the SAP payroll assignment

End Date: December 31<sup>st</sup>

#### Spring

Start Date: January 1<sup>st</sup>

End Date: Last day of classes for spring term

#### Summer

Start Date: The day after your spring end date

End Date: The official SAP payroll end date

#### **Hiring department**

- Choose the applicable hiring department from the drop-down menu. Typing the first letter of the hiring department name will take you closer to that point in the list. Your list of hiring departments corresponds to the org units for which you have been granted access to hire.

After you have entered the four categories, click on “Retrieve Student.” That will take you to the Position Screen below.

## POSITION SCREEN

Graduate School Appt Form

### Graduate School Academic Staff Notice of Appointment (GSAS)

1 Position 2 Conditions of Appointment 3 Assignment of Duties 4 Year & Term 5 Review/Submit

Student Number: [REDACTED]

Date Of Birth: [REDACTED]

Hiring Department: AMR Microbiology & Immunology

Assignment Start Date: 07/01/2016

Assignment End Date: 12/31/2016

Program: MFA-GS->Master of Fi...

*Type	*Position #	*HT/FT	*UT Account	*Term Stipend
Teaching Assistant	15609810	Full-time - provides full tuition		7,500.00

Buttons: Back, Continue, Help, Cancel

On the left-hand column, you can verify that you have the correct student by cross-referencing the name, student number, and date of birth. You also see the hiring department, assignment dates, and the student's degree program.

### Type

Payroll assignment types must match GSAS assignment types in order to be eligible for the Graduate School tuition award and the Student Health Plan.

- Teaching Assistant – must correlate with a TA position in payroll
- Research Assistant – must correlate with a RA position in payroll
- Graduate Assistant – must correlate with a GA position in payroll
- LTJ Fellowship – must correlate with a LTJ position in payroll as well as have a matching assignment

**Beginning Fall 2017, you will see (3) new assignment types to assist with the block funding initiative.**

**Allocated Tuition Scholarships (ATS)** – Some of the funding mechanisms that have been aggregated into Block Funding program carried tuition scholarships so each college will receive an aggregate number of unit tuition scholarships they can utilize for each academic year. Please consult with your DGS and/or college Budget Officer before selecting these types to verify the number of ATS available for your department.

- ATS Research Assistant – must correlate with a Research Assistant assignment in payroll
- ATS Graduate Assistant – must correlate with a Graduate Assistantship assignment in payroll
- ATS Fellowship – must correlate with a Fellowship assignment in payroll

### Position #

- Coordinate with the person who sets up your payroll assignments to get this number.

### HT/FT

- Half time (HT) – Student works 10 hours per week and receives a ½ tuition scholarship (unless paired with another ½ assignment)
- Full time (FT) – Student works 20 hours per week and receives a full tuition scholarship
- If you have a student whose assignment will be split within the term (ex. 1/2 RA, 1/2 TA), you can click the “Add Position” button and it will give you the option to enter the second part of the assignment.
- Please note these fields must match the FTE in the payroll assignment in order to be eligible for the Graduate School tuition scholarship and Student Health Plan.

### UT Account

- The UT account is the cost center or WBS element that you wish to charge the student’s in-state portion of the tuition to and is only required for GAs and RAs. Please coordinate with your DGS or Budget Officer to get this information.
- A dummy number is no longer acceptable. If you are unsure of your account number or there will be more than one account used, just enter your departmental account. You will have the opportunity to edit or add account numbers during the Universal Tuition process that occurs in October for fall and March for spring.
- Please continue to use dummy number “1234567890” for Deans Scholarships.

### Term Stipend

- Enter the **stipend** amount for the term contracted (i.e. stipend amount for fall term).

Once you have entered all the necessary information, click “Continue.”

## CONDITIONS OF APPOINTMENT SCREEN

Graduate School Appt Form

### Graduate School Academic Staff Notice of Appointment (GSAS)

← 1 Position 2 Conditions of Appointment 3 Assignment of Duties 4 Year & Term 5 Review/Submit →

Student Number: [REDACTED]

Date Of Birth: [REDACTED]

Hiring Department: AMR Microbiology & Immunology

Assignment Start Date: 08/15/2016

Assignment End Date: 12/31/2016

Program: MFA-GS->Master of Fi...

#### Conditions of Appointment

##### Teaching Assistant

- Satisfactory performance of job functions
- Maintain 3.0 GPA
- Make progress on academic plan
- Continue in current degree program
- Must work 10 or 20 hours based on full or part time assistantship
- Complete all required Graduate School and departmental orientation and in-service activities
- Other

◀ Back Continue ▶ ? Help

✖ Cancel

This is the Conditions of Appointment screen. The system displays conditions of appointment options by position type category based on what you chose on the previous screen. I chose TA and RA on the previous screen, so I am seeing conditions of appointment options for those two types. You can click on any of the pre-populated conditions that are applicable and/or you can click “Other” and a fill-in box will appear where more specific conditions can be entered.

**NOTE: For all assignments, “Maintain 3.0 GPA” should be checked. Also, for TAs, condition “Complete all required Graduate School and departmental orientation and in-service activities” should always be checked. In a future phase of the new GSAS, we will attempt to have these boxes pre-populate as checked but for now, please check them manually.**

Once you have completed entering everything necessary to the conditions of appointment, click “Continue.”

### **ASSIGNMENT OF DUTIES SCREEN**

This is the Assignment of Duties screen. The system displays assignment of duties options by position type category based on what you chose on the Position screen. I chose TA and RA on the Position screen, so I am seeing assignment of duties options for those two types. You can click on any of the pre-populated conditions that are applicable and/or you can click “Other” and a fill-in box will appear where more specific information can be entered.

**NOTE: For TAs, you should select the Type that most closely aligns with what you predict the TA to be doing. Choosing Type 4 will require that more specific information about the duties be entered into the additional information box. Please be as specific as possible. If you discover that the TA type you select in the GSAS is not the eventual TA type, do not reenter a GSAS simply to edit a TA type. This can be addressed in the TA Credentials Database and does not require a new GSAS form.**

Click “Continue.”



## YEAR & TERM SCREEN

### Term

- This screen pulls in all years and terms that fall within the dates of the assignment. As your date range should encompass only one term, the selections on this screen should be minimal. Select the term applicable to your student's assignment.
- Beginning with Fall 2016 forms, you must enter separate forms for Fall, Spring, and Summer terms. If more than one term is selected, you will receive a red error message and the form cannot be submitted.

**Graduate School Appt Form**

**Multiple selections are not allowed. You must choose one Term to continue.**

### Graduate School Academic Staff Notice of Appointment (GSAS)

1 Position    2 Conditions of Appointment    3 Assignment of Duties    **4 Year & Term**    5 Review/Submit

Student Number: [REDACTED]  
Date Of Birth: [REDACTED]  
Hiring Department: Graduate School  
Assignment Start Date:

	Academic Year	Academic Year (Description)	Academic Session	Academic Session (Description)	Start Date	End Date
<input type="checkbox"/>	2017	Acad Year 2016-2017	020	Winter Interession	12/19/2016	01/10/2017
<input checked="" type="checkbox"/>	2017	Acad Year 2016-2017	030	Spring Semester	01/11/2017	05/05/2017
<input checked="" type="checkbox"/>	2017	Acad Year 2016-2017	051	Summer Session 1	05/09/2017	06/06/2017

- If a student already has an active GSAS form for the term selected, you will see a yellow warning sign. This warning sign will not prevent you from submitting the GSAS form since there are some cases where a student may have (2) half assignments that require (2) GSAS forms. This new feature will assist in preventing duplicate forms from being submitted.
  - o **If a form needs to be cancelled, please contact Stacy Gaylor ([stacy.gaylor@uky.edu](mailto:stacy.gaylor@uky.edu)).**
  - o If a valid GSAS form has already been submitted and you are submitting an overload request, cancel your GSAS form and complete the Overload Request Form (<http://www.research.uky.edu/gS/forms.html>) and email to Dr. Kevin Sarge ([kdsarge@uky.edu](mailto:kdsarge@uky.edu)).

**Graduate School Appt Form**

**GSAS# [REDACTED] exists for student# [REDACTED] for Academic Year 2017 and Term 030**

### Graduate School Academic Staff Notice of Appointment (GSAS)

1 Position    2 Conditions of Appointment    3 Assignment of Duties    **4 Year & Term**    5 Review/Submit

Student Number: [REDACTED]  
Date Of Birth: [REDACTED]  
Hiring Department: Graduate School  
Assignment Start Date: 01/01/2017

	Academic Year	Academic Year (Description)	Academic Session	Academic Session (Description)	Start Date	End Date
<input type="checkbox"/>	2017	Acad Year 2016-2017	020	Winter Interession	12/19/2016	01/10/2017
<input checked="" type="checkbox"/>	2017	Acad Year 2016-2017	030	Spring Semester	01/11/2017	05/05/2017
<input type="checkbox"/>	2017	Acad Year 2016-2017	051	Summer Session 1	05/09/2017	06/06/2017

- Do NOT submit a GSAS form for winter term unless a student is specifically teaching a winter interession course.

Click "Continue."

## REVIEW/SUBMIT SCREEN

Graduate School Appt Form

### Graduate School Academic Staff Notice of Appointment (GSAS)

← 1 Position 2 Conditions of Appointment 3 Assignment of Duties 4 Year & Term 5 Review/Submit →

Student Number: [REDACTED]

Date Of Birth: [REDACTED]

Hiring Department: AMR Microbiology & Immuni

Assignment Start Date: 08/15/2016

Assignment End Date: 12/31/2016

Program: MFA-GS->Master of Fi...

#### Review

##### Assignment

Type	Academic Year	Academic Session	Session Description	Position	Hours	TA Type	Account	Ann
TA	2017	010	Fall Semester	15609810	F	1		

##### Condition of Appointment

Type	Assigned Duties
TA	Maintain 3.0 GPA
TA	Complete all required Graduate School and departmental orientation and in-service activities

##### Assignment of Duties

Type	Assigned Duties
TA	as the autonomous primary instructor of an undergraduate course (18 graduate credits completed or master's in the teaching area or

##### TA Additional Information

[Empty text box]

Submit

The review/submit screen allows you to look over what you have entered and make sure it is complete and accurate before you submit it to the workflow. **Changes require a new form be submitted, so please review this screen carefully before clicking "Submit to Workflow."** Should you discover you need to make changes to a submitted form, please contact Stacy Gaylor ([stacy.gaylor@uky.edu](mailto:stacy.gaylor@uky.edu)) before doing so. The previous form should be cancelled before a new form is submitted.

### Workflow Process

- After you click "Submit to Workflow," the workflow will direct your GSAS form to the student's Academic Department for review and approval *if different from the Hiring Department*.
- Once approved by the Academic Department, the form will route directly to the student to approve/reject/request changes via an e-mail link.
- Please note the GSAS system pulls the student's UK email address from SAP. If a student does not have a valid UK email address, the GSAS form will receive an error. Please have the student contact UKAT at 859-218-HELP(4357) to resolve the issue.
- Once accepted by the student, the Graduate School receives notice of approval and can then apply the student's tuition award.

Send questions to [stacy.gaylor@uky.edu](mailto:stacy.gaylor@uky.edu).